

COMPENSATION BOARD DOCKET #22/07

January 27, 2022

307-22-07: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>CONSENT DOCKET</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|--------------------------------|----------------------------------|---|-----------------------|-------------------|---|
| MASTER DEPUTY PROGRAM AUDIT | MASTER DEPUTY AUDIT COMMITTEE | <p>At its meeting on November 18, 2021, the Compensation Board acknowledged the request from the audit committee to seek additional information from seven offices to confirm audit requirements were met under the Master Deputy Program.</p> <p>January 15, 2022 - Staff reports the following remaining results with concurrence from the audit committee that the offices have met all necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> • Charlotte County • Cumberland County • Gloucester county • Scott County • Southampton county • York county • Portsmouth | | \$0.00 | The Compensation Board noted the updated information regarding these offices and thanks the audit committee for their work in the subsequent review of follow-up materials. |

307-22-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|------------------------------|---|-------------------|---|
| VARIOUS | SHERIFFS/ SUPERINTENDENTS | January 25, 2021 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories. | \$0.00 | Approved per the Compensation Board's FY22 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. |

| FIPS | Office Code | Locality Name | Request Date | From Category | To Category | Amount Available | Amount Requested |
|--------------|-------------|---|--------------|-----------------|----------------|-----------------------|-----------------------|
| 001 | 307 | Accomack County | 01/06/22 | Vacancy Savings | Office Expense | \$45,407.97 | \$28,383.78 |
| 087 | 307 | Henrico County | 01/11/22 | Vacancy Savings | Temporary | \$177,546.96 | \$43,978.73 |
| 087 | 307 | Henrico County | 01/11/22 | Vacancy Savings | Office Expense | \$0.00 | \$43,978.72 |
| 405 | 307 | Albemarle/Charlottesville Regional Jail | 12/28/21 | Vacancy Savings | Temporary | \$148,937.87 | \$73,449.41 |
| 450 | 307 | Rappahannock Regional Jail | 01/10/22 | Vacancy Savings | Temporary | \$459,859.50 | \$230,722.05 |
| 455 | 307 | Western Tidewater Regional Jail | 12/30/21 | Vacancy Savings | Office Expense | \$126,443.37 | \$56,579.49 |
| 460 | 307 | Pamunkey Regional Jail | 01/10/22 | Vacancy Savings | Temporary | \$86,207.70 | \$55,330.72 |
| 465 | 307 | Riverside Regional Jail | 12/22/21 | Vacancy Savings | Office Expense | \$915,530.06 | \$915,530.06 |
| 470 | 307 | VA Peninsula Regional Jail | 12/27/21 | Vacancy Savings | Temporary | \$319,618.18 | \$20,000.00 |
| 470 | 307 | VA Peninsula Regional Jail | 12/27/21 | Vacancy Savings | Office Expense | \$0.00 | \$192,521.55 |
| 475 | 307 | Hampton Road Regional Jail | 01/12/21 | Vacancy Savings | Office Expense | \$723,527.50 | \$355,519.91 |
| 480 | 307 | New River Valley Regional Jail | 01/06/22 | Vacancy Savings | Temporary | \$492,680.95 | \$242,747.46 |
| 485 | 307 | Blue Ridge Regional Jail | 01/07/22 | Vacancy Savings | Temporary | \$618,429.67 | \$125,000.00 |
| 485 | 307 | Blue Ridge Regional Jail | 01/07/22 | Vacancy Savings | Office Expense | \$0.00 | \$284,237.56 |
| 492 | 307 | Southwest Regional Jail | 12/29/21 | Vacancy Savings | Office Expense | \$331,083.17 | \$214,340.33 |
| 493 | 307 | Middle River Regional Jail | 12/29/21 | Vacancy Savings | Temporary | \$271,873.84 | \$87,476.00 |
| 493 | 307 | Middle River Regional Jail | 12/30/21 | Vacancy Savings | Office Expense | \$0.00 | \$48,787.59 |
| 494 | 307 | Western VA. Regional Jail | 12/30/21 | Vacancy Savings | Office Expense | \$100,434.77 | \$66,945.95 |
| 495 | 307 | Meherrin River Regional Jail | 1/5/2022 | Vacancy Savings | Office Expense | \$691,191.16 | \$463,011.40 |
| 496 | 307 | RSW Regional Jail | 12/28/21 | Vacancy Savings | Office Expense | \$208,745.53 | \$107,721.94 |
| 590 | 307 | Danville City | 01/14/22 | Vacancy Savings | Temporary | \$141,434.34 | \$85,000.00 |
| 650 | 307 | Hampton City | 01/10/22 | Vacancy Savings | Office Expense | \$385,580.61 | \$191,185.84 |
| 710 | 307 | Norfolk City | 1/5/2022 | Vacancy Savings | Temporary | \$309,516.11 | \$155,768.01 |
| Total | | | | | | \$6,554,049.26 | \$4,088,216.50 |

307-22-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>CONSENT DOCKET</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|----------------|--|-----------------------|-------------------|---|
| PRINCE GEORGE | SHERIFF | <p>January 27, 2022 – Officer requests to promote the deputy in position 00009, CS9, budgeted at \$51,579 to position 00022, CS12 (chief deputy position), budgeted at \$72,603 as an exception to policy. Officer also requests to promote the deputy in position 00023 CS8, budgeted at \$48,116 to 00004 CS12 budgeted at \$63,391 as third in command. The changes requested are within the officer's existing budgeted funds for salaries.</p> <p>The Sheriff understands increases are in excess of Compensation Board policy, but these requests are to ensure his command staff are compensated at the levels of previous incumbents with the same qualifications holding the same positions. Staff notes that the majority of the changes can be accomplished within policy, but one change would require multiple steps, and the other would ultimately exceed steps allowed by policy by approximately 10%.</p> | | \$0.00 | Approved as an exception to policy, based upon the specific conditions stated by the officer. |
| AUGUSTA | SHERIFF | <p>January 25, 2022 – Officer requests in accordance with §15.2-1606 to reimburse August County for Defense Counsel at \$13,537.00.</p> <p>Staff notes that a memo dated September 15, 2021 from the Division of Risk Management states that counsel would not be provided in this case as the Plaintiff was not seeking monetary damages from the Sheriff. Pursuant to §15.2-1606, the Judge appointed counsel to defend the sheriff in this matter, and documentation submitted supports expenses incurred of \$13,537.00.</p> | | \$13,537.00 | The Compensation Board approved reimbursement of expenses incurred in the amount of \$13,537 in accordance with §15.2-1606. |

772-22-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|------------------|-------------------------|---|-------------------|---|
| ALLEGHANY COUNTY | COMMONWEALTH'S ATTORNEY | <p>January 5, 2021 Officer requests to transfer Vacancy Savings in the amount of \$469.00 to equipment to fund the following equipment items.</p> <p>The County of Alleghany agrees to fund the difference between the total cost and the stressed cost of the equipment. The officer states her understanding that equipment must be reimbursed no later than the May reimbursement request.</p> | \$0.00 | <p>Approved per the Compensation Board's FY22 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.</p> <p>Equipment purchases must be requested for reimbursement no later than the May 2022 payroll and expense reimbursement request.</p> |

| FIPS | Locality Name | Equipment Requested | Requested Qty | Requested Cost | Total Requested Cost | Per Policy Qty | Per Policy Cost | Total Cost Approved | Stressed Cost |
|------|---------------|---------------------|---------------|----------------|----------------------|----------------|-----------------|---------------------|---------------|
| 005 | Alleghany | Printer | 1 | \$469 | \$469 | 1 | \$469 | \$469 | \$363.80 |

| | | | | |
|---------|-------------------------|---|----------|---|
| VARIOUS | COMMONWEALTH'S ATTORNEY | <p>January 16, 2021 Officer requests an exception to the Substitute Prosecutor 60-day reimbursement policy. Expenses for travel for the cases below were received by the Compensation Board after the 60-day reimbursement period or accumulated over \$500 in expenses for multiple trips.</p> | \$792.08 | Approved as an exception to policy, based upon the specific conditions stated by the officer. |
|---------|-------------------------|---|----------|---|

| FIPS | Office | Locality | Prosecutor | Expenses From - To | Defendant | Total | Reason |
|------|--------|-------------------------|------------------|--------------------|------------------------|-----------------|------------------------------------|
| 095 | 772 | Williamsburg/James City | Robin Bland | 6/11/21 & 7/13/21 | Andrew James Tillotson | 137.53 | >60 days following case conclusion |
| 155 | 772 | Pulaski City | Debra K. Sifford | 2/10/21 & 4/7/21 | Elijah Levell Wesley | 118.72 | >60 days following case conclusion |
| 155 | 772 | Pulaski City | Debra K. Sifford | 12/7/20 & 11/15/21 | Gavin Dakota Miller | 535.83 | >\$500 in multiple trips |
| | | Total | | | | \$792.08 | |

773-22-07: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|------------------------------|---------------------|--|-------------------|--|
| CAREER DEVELOPMENT COMMITTEE | CIRCUIT COURT CLERK | December 2, 2021 - Career Development Committee provides the Compensation Board with the documentation of accredited coursework for the Deputy Clerk's Career Development Program. The Career Development Committee has submitted a detailed outline of the Course Curriculum for 2022 for review and approval by the Board in January as required by the Deputy Clerks' Career Development Program. The committee also provided a report on the certification of Clerks and Deputy Clerks in the Association's Career Development Programs. | \$0.00 | The Compensation Board approved the course curriculum and plan for coursework for completion by Deputy Circuit Court Clerks in CY22 for participation in the deputies' career development program as presented by the Career Development Committee. The Compensation Board thanks the Committee for its status report of certifications of Clerks and Deputy Clerks in the Career Development Programs |

771-22-07: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|-----------------------------|---|---------------------------------|---|
| SMYTH COUNTY | COMMISSIONER OF THE REVENUE | <p>January 6, 2022 Officer requests to transfer base Temporary Salaries funds in the amount of \$7,231 to fund a class change for position 00005 MGC budgeted at \$25,152 to MDII at \$33,056, as an exception to Compensation Board policy, effective January 1, 2022. The requested policy exception allows for two steps in the reclassification process to be completed through one action facilitated by a single docket request to transfer funds from base Temporary Salaries. Staff notes that additional budgeted funds are required for the increase in the Career Development Program supplemental amount, and the officer notes that the local salary currently exceeds the new budgeted amount.</p> <p>Officer acknowledges that due to budget reductions, this office currently has two unfunded authorized positions; and he understands that taking action to move base temporary funds to salaries of existing personnel may significantly reduce his options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p> | \$672.00 (\$336.00 for FY22) | The Compensation Board approved a transfer of \$7,231 from base Temporary salary funds to effect the salary actions requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base Temporary salary budget in the current as well as in subsequent fiscal years. The Compensation Board also approves the exception to allow two actions concurrently, and the additional funding from the Career Development Program, in accordance with concurrence that the local government is already funding the salary at a level that exceeds the new salary. |

| FIPS | Office Code | Locality Name | Request Date | Position | Current Class Code | Current Base Salary | Current CDP Salary | New Class Code | New Base Salary | New CDP Salary | Base Temporary Amount Requested | Budgeted Amount of Change in CDP | Prorated Amount of CDP for FY22 |
|------|-------------|---------------|--------------|------------|--------------------|---------------------|--------------------|----------------|-----------------|----------------|---------------------------------|----------------------------------|---------------------------------|
| 173 | 771 | Smyth County | 1/6/2022 | pos. 00005 | MGC | \$23,012 | \$25,152 | MDII | \$30,243 | \$33,056 | \$7,231 | \$672.00 | \$336.00 |

774-22-07: TREASURERS NONE.

OTHER MATTERS

NEW BUSINESS:

| REGULAR DOCKET | | | | | |
|----------------|------------------------------|--------------------|---|-------------------|----------------------------------|
| | <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
| 1. | MEETING MINUTES | COMPENSATION BOARD | Staff presents minutes for approval as follows: Docket #22/06. | N/A | Approved. |
| 2. | COMPENSATION BOARD MEETINGS | COMPENSATION BOARD | Confirmation of upcoming Board meetings: Regular monthly meetings are scheduled for Thursday, February 24, 2022 at 10:00 a.m. and Thursday, March 31, 2022 at 10:00 a.m. | N/A | Confirmed. |
| 3. | FY23 BUDGET PRIORITIES | COMPENSATION BOARD | Staff presents FY23 draft budget priorities. | N/A | Approved. |
| 4. | TECHNOLOGY TRUST FUND STATUS | COMPENSATION BOARD | <p>Collections: FY22 collections for July through December totaled \$4,465,821.48, a decrease of 9.54% compared to the same period of collections in FY21.</p> <p>Expenditures: FY22 year-to-date Clerk's expenditures through 1/26/22, totaled \$2,540,444.16 or 25.45% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections to date, FY22 TTF total collections would be approximately \$8.93 million, a decrease of 10.97% compared to FY21 collections.</p> | N/A | Noted. |

**CLOSED MEETING
COMPENSATION BOARD DOCKET #22/07
January 27, 2022**

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Jeffrey Palmore. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

| | | |
|---------------------------|------------------------------|-----------------------------|
| Jeffrey Palmore, Chairman | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Craig Burns, Member | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Staci Henshaw, Member | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

AND

MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

| | | |
|---------------------------|------------------------------|-----------------------------|
| Jeffrey Palmore, Chairman | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Craig Burns, Member | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Staci Henshaw, Member | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: January 27, 2022
Time: 10:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Jeffrey Palmore, Chairman (present)
Craig Burns, Ex Officio member (present)
Staci Henshaw, Ex Officio member (present)